



# TRRAC



## *Multi-Family Annual Recycling Report*

Think Reduce and Recycle at Apartments and Condominiums in Montgomery County, Maryland

USE THIS FORM TO REPORT ON RECYCLING AND DISPOSAL AT YOUR PROPERTY DURING CALENDAR YEAR \_\_\_\_\_

**This form must be completed and returned by February 1st to:**

DIVISION OF SOLID WASTE SERVICES, TRRAC PROGRAM  
101 MONROE STREET, 6<sup>TH</sup> FLOOR  
ROCKVILLE, MD 20850  
Fax: (240) 777-6465

QUESTIONS? Call 240-777-6446. Please retain a copy of this report for your records.

**Property Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Type of Property: ☐ Condominium Number of Units: \_\_\_\_\_

☐ Apartment/Rental

**Contact Person Name and Title:** \_\_\_\_\_

Address: \_\_\_\_\_ Unit# \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Property Management Company (if applicable):** \_\_\_\_\_

Property Managers Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_ Suite# \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

How are recyclables collected from your property?

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Private collector (specify name and phone number): \_\_\_\_\_

Self-haul with own staff

Curbside collection

Other (please specify): \_\_\_\_\_

☐ Check here if recyclables are delivered to the Montgomery County Recycling Center.



Printed on recycled and recyclable paper

(Please support two sided copying in your workplace and complete information on back of this form)

Materials Recycled and Disposed January _____ - December _____						
Note: If you began your recycling program after January, please indicate start date here: _____						
Material	Type of Container**	Size (Volume) of Container**	Total Number of Containers**	Number of Collections	When Collected, Indicate If Containers are typically:	Total Pounds Collected
	(see container chart for types)		(includes all locations)	Per Week	1/4 Full; 1/2 Full ; 3/4 Full or Full	Per Year***
<b>EXAMPLE</b>						
Commingled Containers*	Wheeled Cart	90-Gallons	55	3	3/4 Full	
Mixed Paper						
Newspaper						
Cardboard						
Other Paper (Specify)						
Commingled Materials						
Aluminum Cans/ Foil Products						
Bi-Metal Cans						
Glass Bottles & Jars						
Plastic Bottles (with Narrow-Necks)						
Yard Trim						
Christmas Trees						
Scrap Metal						
Other						
Recyclables (Specify)						
Trash						
** Specify final containers recyclables (or trash) are stored in prior to removal from property.						
*** Indicate pounds/tons only. This information should be obtained from your hauler or collector.						
<b>CONTAINER CHART</b>						
<b>EXAMPLES OF TYPICAL RECYCLING AND TRASH CONTAINERS</b>						
Storage Container		Size (Volume)				
Standard Garbage Can or Pail		32 Gallons				
Drum		55 Gallons				
Wheeled Cart		32, 60 or 90 Gallons				
Dumpster		2, 4, 6 or 8 Cubic Yards				
Roll-off Container		10, 20, 30 or 40 Cubic Yards				
Compacting Container		Various sizes				
Check with your vendor or collector to verify the size of storage containers that your property uses.						
<b>Program Awareness:</b>						
CONCERNS:	COMMENTS	EDUCATION METHODS	COMMENTS	MONTH/YEAR		
Contamination	Yes or No	Received Program Education	Yes or No			
Load Mixing	Yes or No	Received Promotional Materials	Yes or No			
Lack of Participation	Yes or No	Received Apartment Size Bins	Yes or No			
Illegal Dumping	Yes or No	Received New Requirements	Yes or No			
Language Barriers	Yes or No	Attended Recycling Seminar	Yes or No			
		Attended Earth Day	Yes or No			
This report is required per Montgomery County Executive Regulation 15-04AM						
Signature:					Date:	
To be signed by the property owner, manager or other responsible party.						
I hereby certify that as the Designated Responsible Party, my property complies with Montgomery County Executive Regulation 15-04AM, which requires recycling and reporting by my property, and confirm that the above information is accurate.						

# **Instructions for Completing the Multi-Family Annual Recycling Report**

## **Page 1**

At top of the page – Indicated Calendar Year:

### Property Name:

Provide the complete legal name of your property. All multi-family property owners, property managers, whether individuals or an entity, and common ownership associations, including boards of condominium associations and cooperative housing projects, are required to submit an annual recycling and waste reduction report to the County.

### Address:

Provide the complete mailing address of your property including street address, suite number, city, and zip code.

### Type of Property:

Check the appropriate box to indicate whether your property is a condominium or apartment/rental property.

### Number of Units:

Provide the number of dwelling units within your property, and covered by this annual report.

### Contact Person Name and Title:

Provide the full name of the person who will be available to County staff to answer questions about this annual report.

### Address:

Provide the complete mailing address of the contact person including street address, suite number, city, state, and zip code.

### Telephone Number/Fax Number/E-mail:

Provide the complete telephone number, fax number, and e-mail address of the contact person.

### Property Management Company:

Provide the complete name, if any, of the property management company for the property.

### Property Management Contact Name:

Provide the full name of the person at the property management office who will be available to County staff to answer questions about this annual report.

### Address:

Provide the complete mailing address of the property management company including street address, suite number, city, state, and zip code.

### Telephone Number/Fax Number/E-mail:

Provide the complete telephone number, fax number, and e-mail address of the contact person at the property management office.

### How are recyclables collected from your property?

Check the appropriate box to indicate the method your property uses for recycling collection.

- If you use a private collector, also indicate the collector name and complete telephone number including area code.
- If you self-haul recyclable materials to a recycling facility with your own staff and Montgomery County licensed vehicles, check the appropriate box, and attach to the annual report scale-house weight tickets and provide as documentation of quantity recycled.
- If recyclables are delivered to the Montgomery County Recycling Center, check the appropriate box.

## **Page 2**

### **Materials Recycled and Disposed**

Information must reflect previous calendar year

#### **Note:**

If you're recycling program started after the February 1<sup>st</sup> reporting period, please indicate the exact date program started.

### **Material Information Column**

Under the "Material" column is a list of the materials your property is required to recycle in accordance with County law. Please provide all pertinent information about each item recycled by your property, for example:

#### **Mixed Paper**

If your property has a mixed paper recycling program, please complete the line labeled mixed paper. If your property separates newspaper, cardboard, or other paper, then report this information separately by each material type. Specify the types of other paper.

#### **Commingled Materials**

If your recycling program collects all food and beverage containers mixed together, report the information on the line for "commingled materials". If your property separates these materials, then report this information separately by each material type.

#### **Yard Trim**

For yard trim, circle the type of yard trim (i.e., grass clippings, brush, and leaves) that your property recycles. Regardless of whether your property manager, site staff, or a privately contracted landscaper actually does the grasscycling, composting, or hauling to a compost facility, you must fill in information on how yard trim generated at your property is recycled.

#### **Christmas Trees**

Obtain a receipt for total pounds generated from your collector.

Scrap Metal

Information on scrap metal and/or predominantly metal materials generated by either tenants and/or a private contractor hired for renovation, construction and demolition projects must be reported. These items includes: washers, dryers, refrigerators, sink, hot water heaters, metal furniture, bikes and swing sets, metal rebar, chain link fencing, etc.

Trash:

Provide the quantity of trash (solid waste) that was disposed during the calendar year for which you are filing this report. Your collector should be able to provide this information. Indicate the type, size, and total number of containers used to store solid waste for disposal, the number of collections per week, the fullness of the containers when collected, and the total pounds collected during the calendar year. **If you leave this information blank, DSWS staff will contact you to obtain this information.**

Instructions for completing the table:

The columns located to the right of the “material column” indicate the type, size, and total number of containers, and the number of times each week that the containers are collected for each material listed. See the container chart at the bottom of this page for examples of typical types and sizes of recycling and trash containers. **You may need to verify this information with the company providing collection service, which may include the custodial company, recycling company, or your property manager.**

The next column to the right indicates how full the containers typically are when they are collected. For example, ¼ full, ½ full, ¾ full, or full.

The last column (“Total Pounds Collected”) indicates the total pounds of each material that were collected during the calendar year. Your collector is able to provide this information.

Program Awareness:

Program Concerns- Please express your concerns regarding your existing program by circling either **Yes** or **No** in the comment section. (Use additional page(s) if needed)

County Services - Please select the County educational services used to help improve your recycling program this past calendar year by circling Yes or No in the comments section.

Month/Year

Provide the most current month and year County educational services were provided. (Use additional page(s) if needed.

Signature:

The person preparing the annual report must be the Designated Responsible Party (i.e., property owner, property manager, or other designated responsible representative), and must sign and date the form. **With this signature, the Designated Responsible Party certifies that this property complies with the recycling and reporting requirements of Montgomery County Executive Regulation 15-04AM.**

Copies of Annual Report:

Please keep a copy of the completed form for your records. If you need another blank annual report form you may download a copy from [www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling). Click on Apartment/Condominium Recycling Program and then Annual Recycling Report Forms.

Submitting the Annual Report:

You may mail the form to the address listed on the form or fax it to 240-777-6465.

**Please note: failure to file an annual report to the County is a Class B violation, subject to a fine of up to \$150.00 per day, levied each day the violation persists.**